



St. Luke's Lutheran Church & School

Oakfield, WI

Responsibilities of Church Council Members

President

The President is responsible for:

- Leading the executive committee which is responsible for preparing a balanced budget for the voters to ratify each January.
- Meeting with each of the called workers annually to hear their concerns and act on them if necessary.
- Preparing the agenda and chairing the quarterly voters meetings.
- Preparing the agenda and chairing the church council meetings.
- The annual nominating and electing of new church council officers.
- The annual Stewardship program – organizing and holding informational meetings with the congregation.
- Reporting the Ladies Aid committee minutes at each church council meeting.

Secretary Committee

The Secretary Committee Chairman is responsible for:

- The weekly publishing of the church bulletin.
- Maintaining all church records
- Providing the pastor and school staff clerical help when needed.
- The rental of church facilities.
- The maintaining of all office equipment.
- Ordering office supplies.
- Providing the minutes for each church council and voter's meeting.

Treasurer

The Treasurer is responsible for:

- Working with the financial secretary to ensure the accuracy in the reporting of all monies received.
- Payment of all bills and debts owed by St. Luke's Lutheran Church.
- Provide monthly reports to the church council.
- Provide quarterly reports to the voters.
- Provide special reports when required by the church council or voters.
- Overseeing the annual audit of the church financial records.
- Verifying the balance of the checkbook against the statement received from the bank.

Financial Secretary

The Financial Secretary is responsible for:

- Counting the offerings and preparing the bank deposits.
- The purchasing and issuing of envelopes to all communicant members.
- Print offering statements three times a year to be sent to members.
- Making corrections to the offerings and preparing reports for meetings.
- Making sure memorial envelopes and pencils are in the church pews.
- Manage the Student Aid Fund, and make disbursements from it.

Properties Chairman

The Properties Committee Chairman is responsible for:

- Lighting and heating equipment maintenance program.
- Organizing and overseeing the weekly cleaning of the church.
- Organizing carpet cleaning, floor waxing and gym floor maintenance.
- Organizing the annual cleanup and maintenance day.
- Overseeing landscaping, lawn mowing, and snow removal for the Church and Parsonage.

Lutheran School Chairman

The Lutheran School Committee Chairman is responsible for:

- Overseeing the operation of the P.A.C.K. Parents association for Christian committee.
- Providing direction in the administering of new school programs.
- Preparing agenda and directing monthly school committee meetings.
- Preparing reports for church council and voter's meetings.
- Appointing voting members to serve as representatives on the governing board for WLA.

Christian Growth Chairman

The Christian Growth Committee Chairman is responsible for:

- Assisting the pastor in setting up various adult Bible classes.
- Overseeing the committee who sets up the Sunday school, Vacation Bible school, Teen Bible study, Strengthening Our Sisters and Cradle Roll programs.
- Setting the annual Stewardship program working in partnership with the finance committee.
- Developing programs for training St. Luke's lay people for extensive ministry.

Outreach Chairman

The Outreach Committee Chairman is responsible for:

- Following up with visitors to our church with a phone call.
- Maintaining a prospect list of unchurched people in the area.
- Mail prospects newsletters, and special invitations to special events at St. Lukes.
- Organizing the Easter breakfast, Mission Festival and Spring Blast events.
- Preparing reports for Church council and voter's meetings.

Shepherding Chairman

The Shepherding Committee Chairman is responsible for:

- Overseeing the activities of the Worship Team.
- Organizing the recruiting of ushers and setting up their schedules.
- Overseeing the PowerPoint team in the church.
- Overseeing the audio/video team in the church.
- Working with his committee on membership retention.
- Working with his team to keep in contact with our college and military members.
- Overseeing the decorating of our church for Christmas and Easter.
- Overseeing the outside sign letter changing with the change of events.